

# State of Hawaii eProcurement System HlePRO

Orientation for Department  
Administrators

## Purpose of Today's Meeting

- First Look at HlePRO
- Overview of requirements for enabling your department in HlePRO
- Brief Overview of Transition and Timeline
- There will be further training on the How-To's

## Why Change

### HePS

- Aging technology
- Mainland Location
- No automatic public awards site. Must post awards manually.
- Multiple options in HePS > confusion for buyers

## HlePRO

- Newer Technology
- Platform facilitates expanding eProcurement
- Locally located
- Better integration with Hawaii Compliance Express (HCE)
- Public searchable Solicitation Notices and Awards
- Less cost to vendors/state  
(Awarded vendor pays .75% of initial award, capped at \$5,000)

## **Advantages to Departments**

- More efficient
- Solicitation notices and Awards are posted automatically to public site. No more manual posting of awards.
- Less posting > fewer data entry mistakes > fewer procurement problems.
- More user friendly. Cleaner looking.
- Advanced options built so they are not overwhelming to newer users.

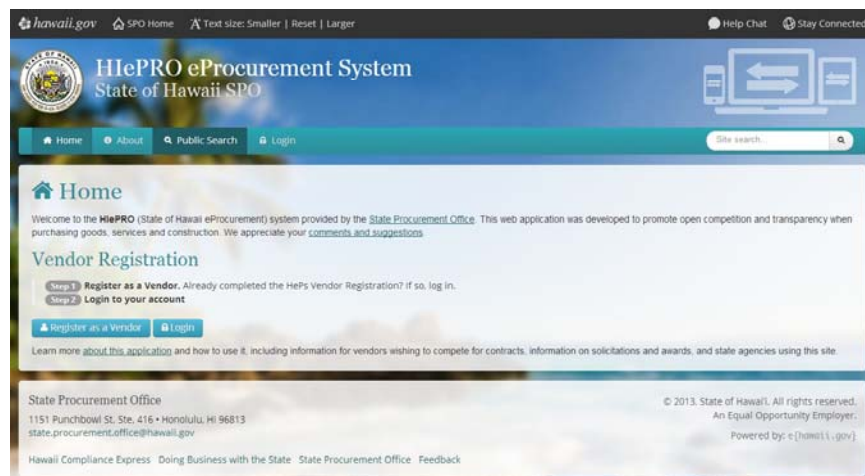
## **Advantages: Less Cost**

- HlePRO  
.75% of initial award  
cap of \$5,000 for each award
- HePS  
.85% of award and extensions  
cap of \$5,000 for each award

## Advantages: Built for Changing Technology

- Mobile-ready  
Built to be viewed/used on mobile devices.

## HlePRO Landing Page



## Public Search for Solicitations

The screenshot shows the 'Public Search' interface for Solicitations. The header includes the Hawaii state seal, 'State of Hawaii eProcurement System HlePRO', and navigation links for Home, Public Search, About, and Login. A search bar is located in the top right. The main content area has tabs for 'Notice of Solicitation' and 'Awards'. Below the tabs, there are instructions and a form with the following fields: Solicitation Number, Department Solicitation Number, Keyword, Status (All), Island (dropdown), Publication Date on or after, Due Date on or after, Method of Procurement (All), Department (All), and Category (All). At the bottom of the form are 'Clear Search' and 'Search' buttons.

## Public Search for Awards

The screenshot shows the 'Public Search' interface for Awards. The header is similar to the previous page but includes 'HlePRO eProcurement System' and 'State of Hawaii SPO'. The main content area has tabs for 'Notice of Solicitation' and 'Awards'. Below the tabs, there are instructions and a form with the following fields: Contract Number, Method of procurement (All), Department (All), Keyword Search, Solicitation Number, Notice of Award Date on or after, Scheduled Start Date on or after, and End Date or Delivery Date on or after. At the bottom of the form are 'Clear Search' and 'Search' buttons.

## Vendor Dashboard

**Vendor Dashboard**  
Submittal times vary, please check the solicitation for submittal time.

Date	Solicitation Title	Solicitation Number	Action	Status of Solicitation
02/28/2013 02:47 PM	Furnish and Deliver Computer Laptop Equipment	13000206	<a href="#">You made an offer for the solicitation 13000206</a>	Released
02/26/2013 04:31 PM	Maintenance of the CCTV System at the Kalaninimoku Building	13000241	<a href="#">You made an offer for the solicitation 13000241</a>	Released

Showing 1 to 2 of 2 entries

**What would you like to do?**

Update My Vendor Profile

View Solicitations for Me

View My Awards

## Solicitations

**Notices of Solicitation**  
☐ Show Closed Solicitations

Solicitation Number	Department Solicitation Number	Solicitation Title	Status	Category	Island	Publish Date
<a href="#">B13000208</a>		OK	Released	Construction	Oahu	03/01/2013 12:00 AM
<a href="#">B12000241</a>	IFB-13-888-O	Maintenance of the CCTV System at the Kalaninimoku Building	Released	Goods and Services	Oahu	02/06/2013 12:00 AM
<a href="#">P13000206</a>	RFP-13-1001-SW	Furnish and Deliver Computer Laptop Equipment	Released	Goods and Services	Statewide	02/07/2013 12:00 AM
<a href="#">P13000209</a>		ok	Released	Goods and Services	Lanai	03/01/2013 12:00 AM
<a href="#">P13000210</a>	RFP-13-1002-SW	ERP - Stage 1	Released	Goods and Services	Statewide	02/12/2013 12:00 AM
<a href="#">P13000231</a>	RFP-13-999-S	ENTERPRISE RESOURCE PLANNING (ERP) CONSULTING SERVICES	Released	Goods and Services	Statewide	02/06/2013 12:00 AM
<a href="#">P13000237</a>	RFP-13-1001-SW	Computer Equipment Repair	Released	Goods and Services	Statewide	02/12/2013 12:00 AM
<a href="#">P13000238</a>	RFP-14-1002-SW	Build a Bridge over Ala Wai canal	Released	Construction	Oahu	02/15/2013 12:00 AM
<a href="#">P13000239</a>	RFP-15-1003-SW	electronic gadgets	Released	Health and Human Services	Maui	02/18/2013 12:00 AM

# User Preferences Especially Handy for Mobile Devices

Notices of Solicitation

☐ Show Closed Solicitations

- Solicitation Number
- Department
- Solicitation Number
- Solicitation Title
- Status
- Category
- Island
- Publish Date

Solicitation Number	Solicitation Title	Status	Category	Island	Publish Date
B13000208	OK	Released	Construction	Oahu	03/01/2013 12:00 AM
B13000209	Maintenance of the CCTV System at the Kalaheima Building	Released	Goods and Services	Oahu	02/06/2013 12:00 AM
P13000206	Furnish and Deliver Computer Laptop Equipment	Released	Goods and Services	Statewide	03/07/2013 12:00 AM
P13000210	ok	Released	Goods and Services	Lanai	03/01/2013 12:00 AM
P13000210	RFP-13-1002-SW ERP - Stage 1	Released	Goods and Services	Statewide	02/13/2013 12:00 AM
P13000231	RFP-13-999-S ENTERPRISE RESOURCE PLANNING (ERP) CONSULTING SERVICES	Released	Goods and Services	Statewide	02/06/2013 12:00 AM
P13000237	RFP-13-1001-SW Computer Equipment Repair	Released	Goods and Services	Statewide	02/13/2013 12:00 AM
P13000238	RFP-14-1002-SW Build a Bridge over Ala Wai canal	Released	Construction	Oahu	02/15/2013 12:00 AM
P13000239	RFP-15-1003-SW electronic gadgets	Released	Health and Human Services	Maui	02/18/2013 12:00 AM
Q13000248	ok	Released	Construction	Maui, Oahu	01/23/2013 12:00 AM

# Mobile

SPO Home Help Chat - online

State of Hawaii eProcurement System HlePRO

Vendor Dashboard

Submittal times vary, please check the solicitation for submittal time.

Provide Feedback

Date	Solicitation Title	Solicitation Number
02/28/2013 02:47 PM	Furnish and Deliver Computer Laptop Equipment	13000206

SPO Home Help Chat - online

State of Hawaii eProcurement System HlePRO

Home Dashboard

Search

Account (burt3@ehawaii.gov)

Vendor Dashboard

Submittal times vary, please check the solicitation for submittal time.

Provide Feedback

Solicitation Solicitation

Notices of Solicitation

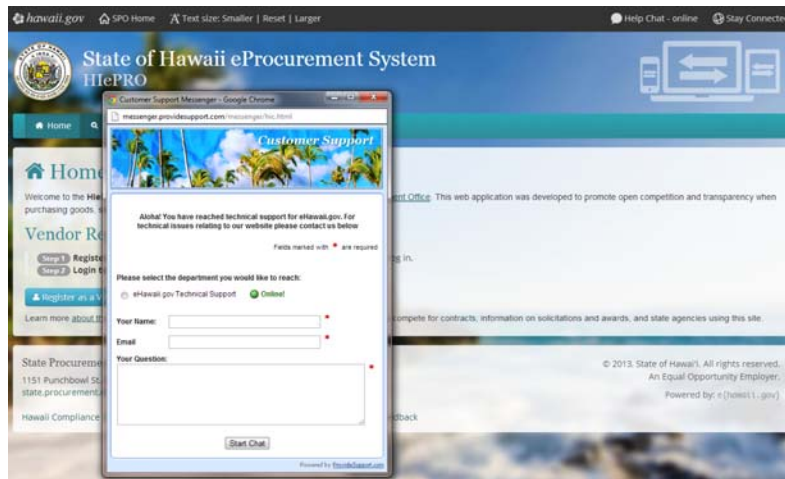
☐ Show Closed Solicitations

Solicitation Number Department Solicitation Number

B13000208	
B13000241	IFB-13-888-O
P13000206	RFP-13-1001-SW
P13000209	
P13000210	RFP-13-1002-SW
P13000231	RFP-13-999-S
P13000237	RFP-13-1001-SW
P13000238	RFP-14-1002-SW

Provide Feedback

## Help Chat



## Transitioning to HlePRO Using Lessons Learned

- Number of active Buyers for each department.
- Users sign an agreement (similar to pCard).
  - Department Administrators maintain agreements.
- Keep lines of communication/information clear.
  - Dept. Administrators are Point-of-contact with SPO.
  - User questions will go to Department Administrators.



## **HlePRO Efficiency**

- Ensure staff are trained in a timely manner.
  - Training schedule for the remainder of the calendar year will be on the SPO website by the first week of July.
- Consolidate the purchasing function for efficacy.
  - Fewer buyers > issue more solicitations > more experienced > fewer mistakes/problems > more efficient & effective.
- Buyers who do not issue eProcurement solicitations for 13 months or more shall be deactivated.
  - Dept. Administrator shall deactivate until buyer has retaken training.
  - Exceptions may be made by Dept. Administrator for buyers who issue many solicitations on a cycle longer than 13 months.
- Training guides, references, FAQs and videos will be available for users.
  - Short videos as reminders.
  - Eventually, (January) basic training for eProcurement function will be available via video.
  - Departments will be responsible for tracking and reporting training attendance to SPO (quarterly).

## **Dept. Administrators and Alternates**

- Required: one (primary) Dept. Administrator
  - Only one Dept. Administrator.
- Required: one Alternate Dept. Administrator
  - May have up to three Alternate Administrators.
- An Alternate acts in the absence of the Administrator.
  - Remember to establish hierarchy/procedures if there is more than one Alternate.
- Alternates may also assist the Administrator, however, the Administrator retains primary responsibility.

## **Administrator Tasks: Initial Start Up**

- Get users in the system - Give users permission/rights (their role).
  - Users set up their own account in terms of email and password.
  - User ID is the user's email address.
  - Administrators need to know the email address in order to search for the user.
- Business process
  - Approval routes.
  - Departmental Instructions.

## **Roles in HlePRO**

- **System Administrator**
  - Program manager oversees the system (SPO).
- **Department Administrator**
  - May also be a buyer and/or approver.
- **Buyer**
  - Full responsibility for the solicitation
  - NOT a clerical function- (This is not just posting, it is procurement)
- **Approver**
  - Review and approve the buyers solicitation
  - Approvers are not required but recommended as a check and balance

New role-

- **Requestor**
  - Completes the specs/makes the request- buyer then completes the solicitation document and issues the solicitation.

## HePS Closure

- HePS will go away along with documentation of procurements.
  - Procedures for printing/saving documentation.
    - Guidance from SPO.
    - Buyers will need to save documentation.
    - Departments will need to establish procedures for solicitations conducted by buyers who are gone.
    - Department Administrators - department-wide reports.
  - Procedures for “paper” extensions/amendments to awards conducted in HePS.
    - Advise to use HlePRO for new contracts with extensions.

## Transition Plan

- *June/July-*
  - SPO will issue initial solicitations on HlePRO as part 1 of pilot project.
  - Vendors will be advised to register in HlePRO and trained.
  - Department HePS administrators will oriented and will be and trained - departments can be set up and approval routes created.
  - Departments or divisions/offices wishing to transition as part of pilot are welcome to begin (upon being trained).
  - New and current eProcurement buyers trained in HlePRO.
  - Dept. Administrators deactivate HePS buyers who have not used HePS in 13 months or more;
  - Dept. Administrators begin notifying buyers to print/save HePS documentation.

## Transition Plan

(continued)

- *August/Sept-*
  - HlePRO training continues. –Once trained, users will use HlePRO.
  - Administrators continue deactivating buyers in HePS who have been trained in HlePRO
- *September –*
  - no new procurements in HePS.
  - Administrators continue to remind buyers to print/save HePS documentation.
  - Administrators begin creating department wide reports.
- *October-*
  - Administrators finish creating department-wide reports.
  - HePS closes.

## Questions?

Thanks for attending!

Questions on eProcurement?

hiepro@hawaii.gov

Mara Smith 808-587-4704